

RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER
SYLLABUS FOR COMPETITIVE EXAMINATION
FOR THE POST OF LIBRARIAN
SANSKRIT COLLEGE EDUCATION DEPARTMENT

PAPER – I

Unit – I:

Knowledge: Definition, Growth, Types and Value. Information: Types, Characteristics, Nature and use. Conceptual difference between Data Information and Knowledge. Capturing tacit knowledge – methods. Knowledge codification – tools and procedures. Knowledge Mapping; Knowledge testing; Knowledge transfer. Reflection: Comprehend the tasks associated with knowledge management.
Knowledge Management System and Tools: Knowledge management tools, Data mining. Managing knowledge workers.

Knowledge Management Portals: Knowledge Management in Library and Information Centers. Knowledge creation and knowledge architecture – Nonaka's model, K.M. Systems.

Information Society: Genesis, Characteristics and Social and economic applications. Information Literacy: Concept, types and Models. Information as a Resource commodity. Information Transfer Cycle – Generation, Collection, Storage and Dissemination. Communication – Channels, Models and Barriers. Intellectual Property Rights, and Intellectual Property Protection (IPP), WIPO (World Intellectual Property Organization), Copyright, Censorship – Print and non Print Media. Library and Information Policy at National Level. Right to Information Act. Information Technology Act.

Unit – II:

Types of Libraries- National, Public, Academic and Special: Development, Objectives, Structure and Functions. Digital Libraries- Concept.

Virtual Libraries- Concept. Types of users, Users studies, User education. Role of UGC in the growth and development of libraries and information centres in institutions of higher education in India. Role of Raja Rammohan Roy Library Foundation (RRRLF). National Knowledge Commission. National Mission on Libraries.

Laws of Library Science. Library Resource Sharing and Networking, Library Movement and Library Legislation in India, Library Extension Services, Library and Information Science Education in India, Library and Information Profession, Library Associations in India, U.K. and U.S.A.- ILA, IASLIC, IATLIS, SIS, LA, ASLIB, CILIP, SLA and ALA. Library Associations and Organizations at International Level – FID, IFLA and UNESCO.

Business Information Institutions and Networks: Information Networks: overview of Business Information Networks. Institutional: National and International studies related to the activities of: NIDCS, IIFT, ITPO, CII, FICCI, UNIDO, UNCTAD.

Unit – III:

Organization of Knowledge/Information, Modes of formation of subjects, Normative Principles of Ranganathan. Library Classification- Canons and Principles, Library Classification Schemes- DDC, UDC and CC. Role of CRG (London), DRTC (Bangalore) in development of classification.

Library Cataloguing – Canons and Principles, Library Catalogue Codes – CCC and AACR-II.

Bibliographic Records – International Standards- ISBDs, MARC and CCF.

Indexing and Abstracting Derived Indexing: Pre-Coordinate and Post Coordinate indexing. Chain Indexing, PRECIS, POPSI. Keyword Indexing: KWIC, KWAC, KWOC. Concept of Automatic Indexing, Vocabulary Control – Thesaurus, Lists of Subject Headings.

Metadata Standards: DUBLINCORE, MARC 21. Standards for Bibliographic Information Interchange & Communication: Z39.50. Standards for Bibliographic Record Formats and Description: ISBD, CCF, RDA, FRBR.

Standardization Institutions: ISO, BIS, ANSI, W3C, IFLA, LOC, ALA.

Evaluation of Information Storage and Retrieval System. Knowledge based systems: Web of Science, Scopus, Sci-finder. Major abstracting and indexing databases in Science and Technology. Open Access Resources like arXiv, ChemXseer, PubMed.

Unit – IV:

Management – Principles, Functions, Schools of Thought- Classical, Neo-classical and Modern management theories. Principles of Scientific Management. Fayol's Principles. Functions of Management (POSDCORB), Planning, Organization Structure, Decision making, System Study – Analysis, Evaluation and Design.

Collection Development– Books, Serials, Non-book Materials- Selection, Acquisition, Maintenance, ISBN, ISSN, Cataloguing-in-Publication (CIP). Human Resources Management – Manpower Planning, Job analysis, Job description, Selection, Recruitment, Motivation, Training and Development. Staff Manual, Leadership and Performance Evaluation, Delegation of Authority. Financial Management- Resource Generation, Types of Budgeting, Cost and Cost-Benefit Analysis. PERT, CPM, SWOT. Library Buildings and Equipment, Performance Evaluation of Libraries/Information Centers and Services, Total Quality Management (TQM). Annual Reports & Statistics; Library Authority and Committee. Green Library Building; Information Commons; Makerspace; Security and Safety. Management Information System (MIS), MBO, Change Management, Disaster Management, Crisis Management.

Planning, Management and Marketing of an Information Analysis & Consolidation: Planning and Management of Information Analysis and Consolidation Units. Marketing of Library Products and Services- Plan, Research, Strategies, mix segmentation, pricing and advertising; management consultancy. Library Restoration and Standards. Hazards to Library Materials and Control Measures: Environmental Factors, Biological Factors, Chemical Factors. Disaster Management.

Unit – V:

Research - Concept, Purpose, Functions, Scope and Ethics, Types of Research - Basic and Applied, Interdisciplinary and Multidisciplinary.

Research Methods: Historical, Descriptive, Experimental and Delphi.

Research Design - Selection of Research Problem, Review of Literature; Formulation of Research Problem; Hypothesis - Formulation, Types and Testing; Sampling Techniques.

Methods of Data Collection: Questionnaire, Interview, Observation, Library Records, Scales and Checklist.

Data Analysis and Interpretation - Presentation of Data; Statistical Methods/ Techniques.

Statistical Packages - Spreadsheet, SPSS, Bibexcel, 'R' Statistics.

Research Report Writing and Citation Tools; Structure, Style, Contents, Guidelines; Style Manuals; Online Citation Tools; Reference Style Management Tools; Anti-Plagiarism Tools; Evaluation of Research Report.

Metric Studies in LIS- Bibliometrics, Scientmetric, Webometrics, Altimetric.

Impact Factors - Journal, Institutional and Authors; h-Index, g-Index, i10 Index. Trends in Library and Information Science Research.

Note: - Pattern of Question Paper

1. Objective type paper
2. Maximum Marks: 75
3. Number of Questions: 150
4. Duration of Paper: Three Hours
5. All questions carry equal marks.
6. There will be Negative Marking.
7. Medium of Competitive Exam: Bilingual in English & Hindi.